

2019

SENIOR COMMUNITY
SERVICE EMPLOYMENT
PROGRAM (SCSEP)

Request for Proposal

Jefferson County, Alabama

**Alabama Department of Senior Services
201 Monroe Street, Suite 350
Montgomery, Alabama 36104**

Request for Proposal (RFP)

Overview and Timeline

Overview	
Program	Senior Community Service Employment Program (SCSEP)
Awarding agency	Alabama Department of Senior Services
Contact person	Scott Stabler, Program Manager
Estimated available Federal funding	\$ 214,481
Grant period	July 1, 2019 to June 30, 2020
Counties and authorized positions	23 total authorized positions for Jefferson County
Proposal submission address and instructions	Proposals may be submitted via email to: Scott.stabler@adss.alabama.gov Cover letters should be addressed to: Alabama Department of Senior Services P.O. Box 301851 Montgomery, AL 36130-1851 ATTN: Scott Stabler
Required copies to be submitted	1 electronic copy of complete application package Zip files not accepted
Timeline	
RFP Issue Date	Monday, May 6, 2019
Electronic Questions Due	Monday, May 13, 2019
Response to Questions posted on ADSS	Friday, May 17, 2019
Proposal submission deadline	Friday, May 24, 2019 4:00 p.m. CDT
Grant award announcement	No later than Friday, May 31, 2019
Transition activities delineated by ADSS	June 1 - June 30, 2019
Initiation of services	July 1, 2019

I. INTRODUCTION

The Alabama Department of Senior Services (ADSS) is issuing a Request for Proposal (RFP) to seek a qualified public or non-profit organization for the provision of Senior Community Service Employment Program (SCSEP) services through a sub-grant with ADSS.

Through this RFP, a qualified service provider will be identified and selected to assist SCSEP-eligible residents in Jefferson County, to foster individual economic self-sufficiency and promote useful part-time opportunities in community service assignments.

Those eligible for the SCSEP program are unemployed, low-income persons who are 55 years of age or older. The sub-grant award is for twelve months starting July 1, 2019 and ending on June 30, 2020. This sub-grant award contract may be subsequently extended for three (3) one (1) year terms at the discretion of ADSS, with the concurrence of the Governor, and when allowable by State laws. This sub-grant award is conditional upon the availability of federal funds. Should funds become unavailable during the term of the sub-grant contract, the sub-grant award shall terminate upon notice by ADSS.

A. About the Alabama Department of Senior Services

The Administration on Aging awards OAA funds for supportive home and community-based services to the State Units on Aging (SUAs), which are located in every state and U.S. territory. SUAs are agencies of state and territorial governments designated by governors and state legislatures to administer, manage, design and advocate for benefits, programs, and services for the elderly and their families and, in many states, for adults with physical disabilities. ADSS is the State Unit on Aging for Alabama which operates numerous programs serving older adults and/or adults with physical disabilities, providing the opportunities and supports to these individuals to live independent, meaningful, productive, and dignified lives. For more information on ADSS, please see our website at www.alabamaageline.gov

B. Our Network of Sub-grantees

ADSS currently manages the Senior Community Service Employment Program through its 11 sub-grantees statewide. Our network of sub-grantees includes area agencies on aging and regional councils of government.

C. Problem Statement

The Alabama Department of Labor's LMI Division projections indicate that Alabama will be substantially impacted by the "graying" of its population over the coming decade. In fact, its aging rate will outpace developments in most other states and the nation. The pool of persons ages 55 and older is projected to grow by 30% over the next ten years, compared to only a 4% growth rate for the 16-54 age group. Persons age 55 and older will account for nearly 75% of the projected increase in the nation's working-age population in the next decade, a historically unprecedented development. Alabama will be a part of this dramatic shift in the workforce.

What does this mean to the employment situation for older workers in Alabama?

It means tremendous opportunity for seniors who want to stay in the workforce or re-enter it after having retired. Many leading national corporations like Home Depot and CVS have discovered the value of the older worker and have put programs in place to keep older workers on staff or hire them back as consultants. Those companies that choose to ignore this “age wave” will struggle to keep their workforce intact in the very near future. Due to the decrease in the number of young people entering the workforce, jobs will be there for older workers who want to work.

These demographic and labor force changes in Alabama in the coming decade will pose several important challenges for the state’s private and public sector employees and the workforce development system as a whole. In the years ahead, most employers will have to substantially increase the number of older workers on their payrolls and restructure their hiring practices to accommodate greater numbers of older workers.

II. REQUEST FOR PROPOSAL

ADSS is seeking a qualified public or non-profit agency (referred to as “Sub-grantee”) to administer SCSEP, Title V of the Older Americans Act. SCSEP is the only Federally-sponsored employment and training program targeted specifically to low-income older individuals who want to enter or re-enter the workforce. Program participants receive work experience at local public or non-profit agencies and are paid the higher of the Federal, State, or local minimum wage, or the prevailing wage for similar employment, for approximately 20 hours per week while in community service and other job training. The dual goals of the program are to promote useful opportunities in community service job training and to move SCSEP participants into unsubsidized employment, where appropriate.

III. ROLES AND RESPONSIBILITIES

ADSS and its sub-grantees work in partnership to ensure the best outcomes for each participant and the overall program. The following provides a brief overview of roles and responsibilities of the sub-grantee and ADSS.

Sub-grantee. Key among their responsibilities, sub-grantees recruit SCSEP-eligible individuals, assist them in gaining the skills and confidence necessary to secure unsubsidized employment, provide training, especially community service employment for the number of participants specified in the agreement, facilitate their unsubsidized employment and promote their retention in those jobs. To accomplish this, sub-grantees take the following steps:

- Meet all performance goals outlined in the Agreement;
- For 23 authorized positions, employ at least a half-time SCSEP project director and other personnel necessary for the direction, programmatic and financial administration, and supervision of the SCSEP program;
- Recruit and select eligible participants for enrollment in SCSEP;
- Select host agencies;
- Promote linkages and partnerships with local employers and public workforce providers; and
- Comply with SCSEP policies, procedures, and related requirements, such as using the DOL database for SCSEP (SPARQ), and forms to inform ADSS about performance measure data and other information necessary for the program; and
- Use our case management method, specifically the assessment and Individual Employment Plan (IEPs) to guide all program services, including appropriate community service assignments, additional training, job development and placement assistance, and supportive services.

ADSS Responsibilities:

- Provide guidance, training, and coaching on program planning and performance, program expenditures, data collection, and SCSEP and ADSS policy;
- Provide technical assistance on ADSS' person-centered approach to IEPs, community service assignments, and unsubsidized placements;
- Monitoring program performance and operations;
- Ensuring quality data, training and supporting sub-grantees' data entry staff, using reports; and
- Assistance with cost reporting and other fiscal matters.

IV. FUNDING

Sub-grantees' SCSEP budgets are formula-funded based on the number of authorized positions. Each budget has four line items:

- 1. Participant Wages and Fringe Benefits (PWFB)**, which are dedicated funds for the wages and fringe benefits for the time that participants spend in approved program activities (e.g. orientation, community service assignment, orientation, other permissible training). Participant wages are based on the higher of the Federal, State or local minimum wage or the comparable wage for similar employment. Sub-grantees must spend 100% of the PWFB funds provided in the sub-grant. Generally, sub-grantees pay participants' wages every two weeks.

SCSEP regulations list required fringe benefits as: the offer of an annual physical examination; workers' compensation coverage; compensation for scheduled work on Federal holidays; and necessary sick leave. Unemployment compensation coverage is not required for SCSEP participants by Alabama state law and therefore is not applicable. Fringe benefits prohibited by SCSEP regulations include contributions to retirement plans, annual leave, bonuses, or any carryover of benefits from one program year to the next.

- 2. Administrative Costs (ADM)**, which are the costs associated with:
 - Performing overall general administrative and coordination functions, including:
 - Accounting, budgeting, financial and cash management functions;
 - Procurement and purchasing functions;
 - Property management functions;
 - Personnel management functions;
 - Payroll functions;
 - Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
 - Audit functions;
 - General legal services functions; and
 - Developing systems and procedures, including information system, required for these administrative functions.
 - Oversight and monitoring responsibilities related to administrative functions.
 - Costs of goods and services.
- 3. Other Program Costs (OPC)**, which include, but are not limited to, the costs of the following functions:
 - PWFB, consisting of wages paid and fringe benefits provided to participants for hours of community service assignments;
 - Outreach, recruitment, selection, intake, orientation, assessment and preparation of IEPs;
 - Participant training provided on the job, in a classroom setting or utilizing other appropriate arrangements, consisting of reasonable costs of classroom space, training supplies, materials, equipment and tuition;

- Job placement assistance, including job development and job search assistance, job fairs, job clubs, and job referrals; and
- Participant supportive services.

4. Non-Federal Share of Costs (Non-Federal). Sub-grantees provide at least a 10 percent non-Federal contribution to SCSEP. As part of submitting this application, the sub-grantee agrees to this commitment, which must be from non-Federal sources.

Non-federal costs can be broken down into three categories:

- Cash component is monies from non-federal sources that sponsor expends in support of the program. This might include, but is not limited to, the project directors' salary and fringe benefits; the cost of general liability insurance and rent paid for either the premises or meeting rooms, if paid in cash.
- Indirect is the amount of overhead paid by the sponsor and distributed based on an approved distribution plan.
- In-kind costs are the value of non-cash goods and services that directly benefit the program. In-kind costs can come from host agencies, the sub-grantee and the local community. In-kind costs can include, for example, the value of supervisory time that the host agency provides for participants. Other examples of in-kinds costs are donated or discounted professional services, space charges, meeting space, telephone and transportation.

The total estimated amount of funds for this twelve (12) month PY19 sub-grant is below.

	12 Months
	July 1, 2019---June 30, 2020
	26 slots
PWFB	\$171,055
OPC	\$ 22,360
ADM	\$ 21,066
Total Federal	\$ 214,481
Non-Federal	\$ 23,831
Total	\$ 238,312

V. TARGET POPULATION

The following information describes key aspects of the program. For more in-depth understanding, please refer to the resources listed in Section XIV of this RFP.

Eligible Participant. An individual is eligible for SCSEP if he or she is not employed at the time of enrollment, is age 55 or older, has not previously participated in SCSEP for 48 months, and has includable family income totaling no more than 125 percent of the Federal poverty guidelines.

Priority of Service for Individuals with Multiple Barriers to Employment. SCSEP provides priority of service to those most-in-need as provided at 20 CFR 641.520. These individuals:

- Are veterans (or eligible spouses of veterans) for purposes of §2a of the Jobs for Veterans Act, 39 U.S.C. 4215(a)
- Are age 65 or older;
- Have a disability;
- Have limited English proficiency;
- Have low literacy skills;
- Reside in a rural area;
- Have low employment prospects;
- Have failed to find employment after using services provided through the American Job Center delivery system; or
- Are homeless or at risk of homelessness.

Individual Employment Plans (IEP). Sub-grantees assess each SCSEP participant to determine his or her skills and employment-related needs and develop a plan to improve the participant's employability. The initial IEP includes an appropriate employment goal for each participant. The sub-grantee must then provide or arrange for training and other supportive services identified in participants' IEPs that are consistent with SCSEP's goal of unsubsidized employment. (Other employment and training programs sometimes refer to this type of plan as an Individual Development Plan or Individual Training Plan). The sub-grantee monitors the participant's IEP progress regularly and completes a reassessment for each participant at least twice during a 12-month period and updates the IEP as necessary but at least twice a year. If the sub-grantee determines that the initial goal of unsubsidized employment is not feasible, the sub-grantee reviews the IEP to reflect other approaches, including transitioning to other services or programs, to help the participant achieve maximum self-sufficiency and an enhanced quality of life after SCSEP participation has ended.

Unsubsidized Employment. An important goal of the program is to help participants achieve self-sufficiency when they exit the program. For participants whose IEP includes a goal of unsubsidized employment, sub-grantees provide training opportunities that enable participants to obtain such employment. In addition, sub-grantees provide regular follow-up communication, for 16 months after exit, with former participants and employers to ensure that the person retains the job. Quality training efforts, appropriate placements, and good relationships between the sub-grantee and the local employer community increase the likelihood of successful unsubsidized employment and job

retention for participants who exit the program.

Community Service Work-Based Training. Providing subsidized work-based training through community service is the core feature of the SCSEP service delivery model. The training must be provided by a public agency or 501(c)(3) non-profit organization that meets the requirements of a host agency. Participants earn wages and develop the confidence and skills needed for successful employment; the organizations that host the participants benefit from the participants' work. Community service may include but is not limited to activities such as social, health, welfare and educational services; weatherization efforts; and economic development. The training provided at these host agencies must be consistent with the participant's assessment and IEP.

Host Agencies. Host agencies provide supervision, training and work sites for SCSEP participants and may be public agencies or 501(c)(3) non-profit organizations. Host agencies provide training and work experience for participants. Sub-grantees also work with host agencies to identify appropriate training that does not lead to maintenance of effort violations.

Maintenance of Effort. A community service assignment for a SCSEP participant is permissible only when specific maintenance of effort requirements are met. Each sub-grantee must not reduce the number of employment opportunities; displace currently employed workers; impair existing contracts or result in the substitution of Federal funds for other funds in connection with work that would otherwise be performed; or employ a SCSEP participant to perform the same work or substantially the same work as that performed by any other individual who is on layoff.

Other Permissible Training. Sub-grantees can provide other types of training in addition to work-based community service training. This additional training is tailored to each participant and may include classroom training or general skills training. With prior approval from ADSS, training can also include on-the-job experience (OJE) training.

Coordination with American Job Centers, State and Local Workforce Investment Boards, Area Agencies on Aging, Other SCSEP Providers. As a required partner, all SCSEP sub-grantees must coordinate activities with local American Job Centers, (known in Alabama as Alabama Career Centers), administered by Local Workforce Investment Boards under the Workforce Innovation and Opportunity Act of 2015 (WIOA) through a Memorandum of Understanding. Sub-grantees also coordinate with other SCSEP providers and area agencies on aging to ensure seamless support to help participants achieve self-sufficiency.

VI. Performance Measures

The sub-grantee must achieve the performance goals outlined in its Agreement with ADSS. As stated earlier, ADSS will provide training, guidance and technical support to assist the selected sub-grantee. Listed below are the PY18 goals for ADSS' current sub-grantee serving Jefferson County. ADSS has not yet established its PY19 performance goals.

1. Service Level (Number of eligible individuals served)

154.7% times your number of authorized positions

PY19 Goal = 154.7% of 23 positions = 36 participants by June 30, 2020

2. Community Service Hours (in the aggregate of community service employment)

Hours in the aggregate of community service employment compares the total number of hours of community service provided by each SCSEP sub-grantee to the number of community service hours funded by the grant

PY19 Goal = 80%

3. Service to Most-in-Need

Counts the total number of the most-in-need characteristics (these are the same as the *Priority of Service for Individuals*, listed on page 7) for all participants enrolled since July 1, 2007 and divides by the total number of participants served

PY19 Goal = 2.88

4. Employment Rate – 2nd Quarter After Exit

The number of participants employed in the 2nd quarter after the exit quarter divided by the number of participants who exited two quarters earlier

PY19 Goal = 34%

5. Employment Rate – 4th Quarter After Exit

The number of participants employed in the 4th quarter after the exit quarter divided by the number of participants who exited two quarters earlier

PY19 Goal = 29.5%

6. Median Earnings

Of those participants who are employed in the first, second, *and* third quarters after the exit quarter: the total earnings in the second quarter *plus* the total earnings in the third quarter after exit *divided* by the number of participants who exit during the quarter* (this measure only looks at those individuals who are included in the retention measure)

PY19 Goal = \$2,950

7. Spend 100% of Participant Wages and Fringe Benefits (PWFB) by the end of the program year.

VII. ELIGIBILITY & MINIMUM QUALIFICATIONS FOR RESPONDING ORGANIZATIONS

Any 501(c)(3) non-profit or government agency that can meet the goals, standards, and policies of ADSS for providing SCSEP services to persons 55 years of age and over, as described in this RFP, is eligible to apply.

The applicant organization, if incorporated, must be in good standing and qualified to conduct business in Alabama.

The applicant organization must be willing to provide services that can serve the targeted population in Jefferson County.

The organization must be technically and administratively capable of executing the services.

ADSS discourages any 501(c)(3) non-profit or government agency from applying that intends to subcontract this SCSEP sub-grant to another agency to provide services.

Conflicts of interest must be addressed in the submitted proposal such as those regarding loyalty, commitment, and control as well as organizational and individual conflicts. The proposal should reflect how the contractor would remedy and remove as well as disclose conflicts. The contractor should provide its process to avoid designation of individuals with a conflict of interest as well as the process used to review the staff and entity to identify conflicts on an ongoing basis.

VIII. CONTENT OF THE RESPONSE PACKAGE

A complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zip files. The application package must contain all of the following items and must be presented in the order listed below:

A. Application Face Sheet (Attachment A)

Complete the Application Face Sheet provided in this RFP. Include the completed Face Sheet with each copy of a complete application packet. The Face Sheet includes an Application Checklist. Sub-grantees must complete the checklist and ensure that all required documents are included in the response packet for each service proposed.

B. Complete Narrative Responses (Attachment B)

Using the Narrative Response Form provided in this RFP, respond to the question and information requested in order to describe your capacity to successfully develop and deliver SCSEP. Narrative responses should be provided on this form and must not exceed 12 pages total, including the form itself.

C. Letters of Support

Include a minimum of two letters of support from partner organizations. The letter of support should highlight the partnership of the recommender with the Applicant, citing specific examples of projects and efforts to coordinate services and improve clients' access to local resources.

IX. SUBMISSION OF PROPOSAL IN RESPONSE TO THE RFP

For each bid, a complete Request for Proposal application package must include all requested documents, transmitted electronically. Do not send any zip files.

The application package must be submitted electronically to: scott.stabler@adss.alabama.gov **no later than 4:00 p.m. CDT, Friday, May 24, 2019.** The cover letter should be addressed to:

**Alabama Department of Senior Services
P.O. Box 301851
Montgomery, AL 36130-1851
ATTN: Scott Stabler**

A statement of receipt will be issued by email to all Applicants for applications received by the deadline.

X. EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated based on the following criteria:

- a. Organizational Capacity: history, experience, and capacity of the organization providing similar services to the target population (25 points)
- b. Program Design and Approach (40 points)
- c. Administrative and Fiscal Qualifications (35 points)

The Applicant must score a minimum of 70 points to be considered for funding. A committee comprised of ADSS staff will evaluate the proposals. ADSS reserves the right to seek clarifying or additional information from Applicants, potentially including site visits or agency interviews.

XI. NOTICE OF AWARD

ADSS will announce the contract award no later than Friday, May 31, 2019. All Applicants will be provided a letter regarding the notice of contract award or non-award.

All materials submitted in response to this RFP will become the property of ADSS. Materials may be returned only at ADSS' option and at the Applicant's expense.

The State of Alabama is an Equal Opportunity and Affirmative Action employer, and does not discriminate in its hiring, employment, or business practices. ADSS is committed to complying with the Americans with Disabilities Act of 1990 (ADA), and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.

XII. QUESTIONS, COMMENTS & TECHNICAL ASSISTANCE

All questions will be accepted by email. Written questions should be emailed to Scott Stabler at scott.stabler@adss.alabama.gov. The writer should directly tie questions to the specific section of the RFP.

The cut-off date for questions relating to this RFP is Monday, May 13, 2019. Questions will not be answered individually. A summary of all questions received will be compiled into one document and distributed to all applicants by being placed on the ADSS website at www.alabamaageline.gov.

XIII. LIST OF ATTACHMENTS

1. Attachment A: Application Face Sheet and Checklist – pp. 14
2. Attachment B: Narrative Response – pp. 15-18
3. Attachment C: Vendor Disclosure Statement pp 19-20

XIV. ADDITIONAL DOCUMENTS TO REVIEW

The following links outline the program requirements and regulations governing Title V of the Older Americans Act, the Senior Community Service Employment Program. Copy and paste the link to your web browser to access the document. Applicants may review these documents in order to understand the program requirements before submitting an application.

1. SCSEP Final Regulations <http://www.doleta.gov/seniors/pdf/FinalRule2010.pdf>
2. 2006 Older Americans Act (OAA) Amendments, Public Law 109-365, 42 United States Code 3056 et. seq.;
http://www.doleta.gov/seniors/other_docs/PublicLaw109-365.pdf
3. 2019 SCSEP Federal Poverty Guidelines, TEGL 11-18.
https://wdr.doleta.gov/directives/attach/TEGL/TEGL_11-18_Attachment.pdf
4. Revised Income Inclusions and Exclusions and Procedures for Determining SCSEP Eligibility, TEGL 12-06 http://www.doleta.gov/seniors/other_docs/TEGL12-06.pdf

Attachment A
(Application Face Sheet & Checklist)

Agency Name: _____

Address: _____

City

State

Zip

Phone Number: _____

Website (if applicable): _____

Person to contact regarding this application:

Name: _____

Title: _____

Phone Number: _____

Email: _____

Executive Director: _____

Email: _____

Phone Number: _____

Estimated Funding Request:

July 1, 2019 –June 30, 2020	\$214,481
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Service Proposed: Senior Community Service Employment Program (SCSEP) in Jefferson County, Alabama.

A complete application package must be submitted and must include **ALL** of the following documents. Check below all items included in the response package. An incomplete application could result in automatic disqualification without further review.

- ☐ Cover letter
- ☐ Completed Application Face Sheet (Attachment A)
- ☐ Narrative Response (Attachment B)
- ☐ At least two (2) letters of support
- ☐ Email electronic copy of entire application package to:
scott.stabler@adss.alabama.gov - zip files not accepted

I, the undersigned, am an official authorized to bind the Sub-grantee to this Request for Proposal. I understand that the Alabama Department of Senior Services (ADSS) reserves the right to modify the specifics of this application at the time of funding; that no officer, employee or agency of ADSS, exercising any function or responsibility in connection with the RFP or with planning or carrying out any agreement relative to this RFP has any personal financial interest, direct or indirect, in the operation of the Sub-grantee; and that there is no contract until a written Sub-grant Agreement has been signed by both parties.

Signature of authorized representative(s):

Name: _____

Title: _____

Signature: _____

Name: _____

Title: _____

Signature: _____

Attachment B (Narrative Response)

Instructions: Please provide complete and concise responses to the following questions directly on this form. Limit your responses to no more than 12 pages total including this form and excluding the attachments requested.

Agency Name: _____

Estimated Funding Request: For SCSEP services in Jefferson County

July 1, 2019 – June 30, 2020	\$214,481
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ORGANIZATIONAL CAPACITY (25 POINTS)

1. Which best describes your organization? (Check only one)

☐ Private, 501(c)3 not-for-profit

☐ Governmental

2a. Which of these further describes your organization?

☐ Area Agency on Aging

☐ American Job Center or Workforce Investment Board

☐ Community-based organization

☐ Community action agency

☐ Faith-based organization

☐ Community or Technical

☐ College Other aging services

☐ provider United Way

member/grant recipient Unit
of government:

☐ State

☐ Local

☐ Regional government or council ☐ Other, Specify _____

☐ Rehabilitation services

☐ provider Veteran services
provider

2b. Do you currently administer SCSEP? ☐ Yes ☐ No

3. List counties (by state) your organization currently serves through any of your organization's programs.

4. Describe your organization's history, purpose, and mission statement.

5. Provide a summary of your organization's skills, resources, and experience relevant to the services described in this Request for Proposal (RFP).

6. Describe your organization's experience in coordinating with local and regional community services to integrate the service delivery system in Jefferson County. Provide specific examples of how these efforts have led to increased opportunities for older adults to access services. Please include a minimum of two letters of support (excluded from the narrative page limit) from partner organizations describing the nature of the collaboration.

7. Describe your staff's access to Internet service (check one):

- ☐ T1 or faster
- ☐ Cable, Satellite or DSL
- ☐ Other (please specify) _____
-
-
-

SERVICE DESIGN AND APPROACH (40 Points)

1. Describe how your organization is going to reach the targeted populations considered priority groups and areas for this program (refer to *Priority of Service for Individuals with Multiple Barriers to Employment* on page 7). Include in your response outreach/marketing methods the organization intends to employ to generate participation in the program. Identify strategies to reach older adults who have not previously been served by the program.
2. Describe your history and capacity to work with area employers.
3. Describe your approach and relevant experience in helping older adults secure jobs.
4. Describe your approach to meet the program goals described in *Section VI, ADSS SCSEP Performance Measures*. If you answered “yes” to question 2b on page 15, please include information regarding your performance achievement from PY2016 and PY2017, if applicable. If you are not a current SCSEP provider, please include performance achievement information from your existing programs.

ADMINISTRATIVE AND FISCAL QUALIFICATIONS (35 Points)

1. Describe your organizational structure and proposed job descriptions and duties of paid staff and volunteers who will be involved in the program.
2. Describe the agency’s client intake process and data management, including ensuring the completeness and accuracy of gathering the required data elements from client data, maintaining privacy/confidentiality of client records, and procedures for handling and reporting data/client information breach.
3. Describe the office space you would make available for your SCSEP program, including secure storage for personnel files and privacy for interviewing.
4. Describe the organization’s current accounting system, including the following: staffing, what accounting software is used, areas and frequency of accounting for receivables and payables; payroll processing; financial statement preparation, and internal/external auditing. Describe the agency’s procedures for ensuring timely submission of invoices and other fiscal reports as requested by ADSS.
5. Using the Budget found on page 6 of this RFP, describe what specific source(s) you expect to use for your non-federal match (cash, in-kind and/or indirect). Also, if you answered “yes” to question 2b on page 15, please include in your response whether you returned any grant funding at closeout. If yes, please also include the total amount returned for PY2016 and PY2017, if applicable, and also identify the subtotal of funds by category: PWFB, Admin or OPC.

6. Under the Federal Transparency Act, ADSS must report sub-grantee activity to the Federal Government and requires each sub-grantee to have the following: (please provide your organization's information below)

- Federal ID: _____
- DUNS number: _____
- Do you have a current Central Contractor Registration (CCR): YES___NO ___
- If yes, please provide: _____
- 9 digit zip for Headquarters:_____-(for Congressional District)
- 9 digit zip for Primary Place of Performance:_____-(project director's office if different from headquarters)

7. **Please attach the following documents with this RFP.** (The documents are excluded from the 12 page narrative limit but must be included as part of your application packet).

- A minimum of two letters of support (*see Section VIII-C above for more information*)
- Most recent annual report
- Most recent financial statement audit
- Federal compliance reports (*if applicable*)
- Agency Brochure (*If your agency uses its Annual Report as its brochure, please make a note as part of your submission materials*)
- Mission Statement and Strategic Plan (*if available*)
- Organizational Chart
- For 501(c) 3 organizations – provide a copy of your IRS determination letter or some other form of verification.



State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.